



## Terms of Reference: Finance and Staffing Committee

**Membership:** The committee shall consist of not less than four governors. Membership should include the Headteacher and at least two non-employees.

**Quorum:** Three governors including at least two governors who are not an employee of the school, as conflicts of interest may arise

**Meetings:** At least once per term and more frequently if deemed necessary by the majority of members. The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration

**Chair:** Non-employee of the school

### Terms of reference:

- to contribute, in collaboration with the head and staff, to establishing, monitoring and evaluating sections of the School Improvement Plan relating to the leadership, finance, staffing and management of the school
- to keep relevant sections of the Self-Evaluation Form under review and update as necessary
- to establish, monitor the impact of, and review all the school's plans, policies and procedures relating to staffing, finance, leadership & management [see separate policy schedule]
- to draw up the annual budget for approval by the full governing body and submission to the LA in line with statutory guidance and timescales
- to monitor and evaluate expenditure of all monies generated by the school including grants and unofficial funds to ensure that spending provides best value and is linked to the school's agreed priorities
- to ensure that the Governing Body, Headteacher and relevant staff are managing finance in accordance with the school's Scheme of Financial Delegation & Control and the Council's Standing
- Orders, Financial Regulations for Schools and the School Financial Regulations and Guidance
- to comply with all the requirements of the Financial Management Standard in Schools (FMSIS)
- to provide financial information to the LA as required and respond to recommendations following internal or external audit of the school
- to appoint independent auditors to audit unofficial funds and submit audited accounts annually to the governing body for information
- to ensure that all insurances provide adequate cover
- to maintain a Scheme of Financial Delegation of governors and members of staff with financial responsibility
- to keep the staff structure under review in response to the changing needs of the school and make recommendations to the governing body for amendments as necessary
- to ensure that all staffing matters are dealt with in line with employment law and agreed procedures and that no member of staff or job applicant is discriminated against on grounds of gender, sexual orientation, ethnicity, age, or disability
- to establish interview panels for the appointment of teaching staff (except Headteacher and Deputy vacancies) consisting of the Headteacher and/or his representative(s) and at least one member of the governing body
- to ensure that the training and development of staff and governors is linked to the school's agreed priorities and monitor the impact of training
- to ensure that the school has effective systems of mentoring and inducting new members of staff and governors
- to promote the health and welfare of staff